



MASTER OF SCIENCE
IN
ATHLETIC TRAINING

PROGRAM HANDBOOK

Any changes to Department or University policy may supersede this version of the Master of Science in Athletic Training Program Handbook. The Athletic Training Students will receive written notification of any changes.

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CHAPTER 1: MASTER OF SCIENCE IN ATHLETIC TRAINING PROGRAM

1.0 CORE PRINCIPLES AND VALUES

The CUW MSAT program Core Principles and Values encompass the CUW Values and Vision. The CUW MSAT program is a premier athletic training program that offers innovative opportunities, fosters life-long learners, and graduates servant leaders. The CUW MSAT program accomplishes this through the following Core Principles and Values:

1. **Excellence:** The Athletic Training Faculty and the Athletic Training Students strive for excellence. We will set high standards, strive to reach our full potential, expand our horizons, and become innovative leaders in the athletic training community.
2. **Intellectual Curiosity:** We foster an environment that focuses on a life-long pursuit of learning. Our students will learn the value of self-assessment, reflection, critical thinking, and problem solving to enhance their life-long learning.
3. **Patient Centered Collaborative Care:** We utilize a patient centered care model. Our students will learn the knowledge and skills necessary to treat diverse populations across the lifespan. They will also learn the communication skills necessary to facilitate a team approach to care.
4. **Professionalism:** We view professionalism as vital to being a successful clinician. Our students will value truth, integrity, discipline, accountability, and humility. They will also be prepared to adhere to the ethical and legal responsibilities of an athletic trainer.
5. **Faith:** We promote a Christ centered learning environment. Our students will value the Christian faith, global worldviews, and the role of a Christian health care provider.
6. **Service:** We emphasize the importance of serving others in a Christian capacity. Our students will recognize their ability to positively impact others through leadership and service.

1.1 CONCORDIA UNIVERSITY WISCONSIN MISSION STATEMENT

Concordia University Wisconsin is a Lutheran higher education community committed to helping students develop in mind, body, and spirit for service to Christ in the Church and the world.

1.2 HEALTH AND HUMAN PERFORMANCE PURPOSE STATEMENT

The goal of the Health and Human Performance Department is to foster the student's growth in mind, body, and spirit for service to Christ in the Church and in the world. In addition, the Department strives to help all Concordia students obtain the knowledge, skills, and attitudes necessary for them to lead healthy, active, and productive lives. Finally, Health and Human Performance graduates will possess the specialized knowledge in their chosen profession to be highly competent and contributing members of the working world. They will be well prepared to serve the health and human performance needs of a myriad of populations.

1.3 CUW MASTER OF SCIENCE IN ATHLETIC TRAINING PROGRAM MISSION STATEMENT

The CAATE accredited Concordia University Wisconsin Master of Science in Athletic Training program will provide students with the professional preparation necessary to succeed as an entry-level athletic trainer. The program will provide students an educational experience encompassing communication, problem solving, clinical skills, and service. As a result, students graduating from the program will possess the knowledge, skills, and abilities of a successful clinician, will be prepared to pass the Board of Certification Examination, and will be eligible for appropriate state credentialing. The Concordia University Wisconsin

Master of Science in Athletic Training program will accomplish its mission through a holistic approach to the development of the mind, body, and spirit.

1.4 MASTER OF SCIENCE IN ATHLETIC TRAINING PROGRAM LEARNING OUTCOMES (PLOs)

1. Students will communicate effectively with others in an oral or written professional format.
 - 1.1 Students will communicate professionally, to a variety of audiences, utilizing various media modes.
 - 1.2 Students will write clearly and professionally, using appropriate medical vernacular.
 - 1.3 Students will demonstrate the ability to work collaboratively with other professionals in a team approach to practice.
2. Students will demonstrate effective critical thinking and problem solving.
 - 2.1 Students will identify and analyze a research problem or clinical question.
 - 2.2 Students will apply an evidence-based model to make informed decisions about patient care.
 - 2.3 Students will demonstrate data fluency through effective analysis and application.
3. Students will demonstrate the knowledge, skills, and abilities expected of an entry-level athletic trainer.
 - 3.1 Students will demonstrate an understanding of the importance of health promotion and injury prevention.
 - 3.2 Students will demonstrate the ability to perform a thorough clinical examination, formulate an appropriate diagnosis, and refer to another health care provider if necessary.
 - 3.3 Students will determine and apply appropriate therapeutic interventions.
 - 3.4 Students will utilize appropriate psychosocial strategies and recognize the need to refer a patient to another health care provider if necessary.
 - 3.5 Students will abide by the moral, ethical, and legal obligations established by the Board of Certification and applicable State Regulatory Agencies.
 - 3.6 Students will understand the administrative and organizational duties required of an entry-level athletic trainer.
4. Students will understand the role of a Christian health care provider.
 - 4.1 Students will demonstrate an understanding of the Christian faith and other worldviews, as it relates to the profession of athletic training.
 - 4.2 Students will identify the importance of serving diverse populations in the Church and the World.

1.5 MASTER OF SCIENCE IN ATHLETIC TRAINING PROGRAM PERFORMANCE OUTCOMES (PPOs)

The following MSAT Program Performance Outcomes (PPOs) address quality of instruction, quality of clinical education, and program effectiveness.

1. The Athletic Training Faculty will provide a purposeful, challenging, and engaging learning environment.
2. The program will provide students with an array of clinical education experiences through various settings and placements.
3. The preceptors will provide an engaging, supportive, and deliberate clinical education experience.
4. Students will complete the Master of Science in Athletic Training program, graduate from the University, achieve certification through the Board of Certification, and will be eligible for appropriate state credentialing.

5. Graduates will obtain sustainable employment in the field of athletic training, a related health profession, a field of choice, or pursue additional educational opportunities.

1.6 ATHLETIC TRAINING FACULTY

The CUW Athletic Training Faculty have the following duties and responsibilities:

1. Maintain compliance and accreditation of the MSAT program.
2. Teach designated courses within the MSAT program; facilitate quality classroom education.
3. Serve as an academic advisor to the Athletic Training Students.
4. Provide care, prevention, treatment, and rehabilitation of athletic injuries and illnesses to student athletes in all sports. Administer emergency care to student athletes as needed and within his/her training and capabilities.
5. If applicable, serve as a preceptor and supervise Athletic Training Students during their clinical education experiences in the Athletic Training Day Clinic; facilitate quality clinical education experiences.
6. Foster the recruitment of Athletic Training Students.
7. Conduct himself/herself in a professional manner at all times.

1.7 PROGRAM OVERVIEW

The CUW MSAT program consists of 69 graduate level credits, completed over the course of six (6) semesters. The program enhances this classroom education with extensive hands-on clinical experiences in a variety of settings, under the supervision of health care professionals. Students in the MSAT program complete five (5) or six (6) semesters of clinical education experiences, including an immersion experience.

1.8 DUAL DEGREE PROGRAM

At CUW, students can pursue a dual degree curriculum, earning a Bachelor of Science in Sports Medicine degree and a Master of Science in Athletic Training degree. Students in the Dual Degree MSAT Program typically complete two (2) years of prerequisite and core coursework prior to transitioning to the professional phase of the MSAT program. Dual degree students admitted to the MSAT program after July 1, 2020 have two curriculum sequence options:

2+3 Dual Degree MSAT Program: Complete two (2) years of core and prerequisite coursework in the pre-professional phase. Then complete three (3) years of graduate level MSAT coursework in the professional phase. Typical total time to completion is five (5) years.

2+2 Dual Degree MSAT Program, Scholars Track: Complete two (2) years of core and prerequisite coursework in the pre-professional phase. Then complete two (2) years of graduate level MSAT coursework in the professional phase. Typical total time to completion is four (4) years.

1.9 GRADUATE PROGRAM

Students who already possess a bachelor's degree can complete a Master of Science in Athletic Training degree at CUW. Following admission to the MSAT program, graduate students typically complete two (2) years of graduate level MSAT coursework (69 credits).

1.10 CURRICULUM AND COURSE SEQUENCING

All Athletic Training Students are expected to adhere to their [MSAT curriculum plan](#). Any deviations from the plan must be approved by the Athletic Training Program Director.

The Athletic Training Program reserves the right to make curricular changes as needed. Curricular changes may supersede the curriculum in this Handbook and all Athletic Training Students will receive written notification of any changes.

The Commission on Accreditation of Athletic Training Education (CAATE) requires that the Athletic Training Students in an accredited Athletic Training Program must be taught specific CAATE Curricular Content Standards after admission to the MSAT program. The CAATE Curricular Content Standards will be taught and assessed in a didactic and athletic training clinical experience setting.

1.11 STUDENT CLASSIFICATION

The students in the 2+3 Dual Degree MSAT Program will be considered undergraduate students through the completion of Year 4. At this time, the students will receive their Bachelor of Science in Sports Medicine degree and switch to graduate student status for the remainder of the program. The students in the 2+2 Dual Degree MSAT Program, Scholars Track will be considered undergraduate students for the duration of the four (4) year program. The students in the Graduate Program will be considered graduate students for the duration of the program.

1.12 DEGREES

Students who complete the Dual Degree MSAT program will be awarded a Bachelor of Science in Sports Medicine degree and a Master of Science in Athletic Training degree. The students in the 2+3 Dual Degree MSAT Program will receive their BS in Sports Medicine degree after Year 4 and their MS in Athletic Training degree after Year 5. The students in the 2+2 Dual Degree MSAT Program, Scholars Track will receive their BS in Sports Medicine degree and their MS in Athletic Training degree, concurrently, after Year 4.

Students who complete the Graduate MSAT program will be awarded a Master of Science in Athletic Training degree.

1.13 ACADEMIC CALENDAR

The CUW MSAT program will follow the Traditional Academic Calendar. Please see the CUW website for more information.

1.14 UNIVERSITY TUITION, FEES, AND FINANCIAL AID

The students in the MSAT program must be aware that their student status (undergraduate vs. graduate) will significantly affect tuition and financial aid. Please refer to the CUW website, the CUW Undergraduate Academic Catalog, and the Graduate Academic Catalog for detailed tuition, fee, and financial aid information.

1.15 MSAT PROGRAM COSTS

1. The MSAT program application process requires that each applicant obtains and submits a specific background check, at the student's expense. Additional background checks may be necessary, at the student's expense. The approximate cost of the initial background check is \$38.00.
2. Following admission to the MSAT program, students may be responsible for obtaining and submitting additional background checks, immunizations, drug screens, and any other relevant requirements (at the student's expense) in order to be eligible for certain specific clinical education sites.
3. All students admitted into the MSAT program will be required to purchase one CUW Athletic Training polo shirt. The approximate cost of the required polo is \$44.00.
4. Each student will be required to be tested for TB annually, at the student's expense. The cost of this testing is dependent on the method and location. For certain students, this is covered by their personal health insurance. For those who wish to complete this testing on campus, the CUW Health Center usually offers TB testing for \$10.00.
5. Each student will be required to maintain CPR certification, at the student's expense. The cost of this is dependent on the method and location. For those who wish to complete this on campus, the CUW MSAT program will offer CPR recertification for approximately \$30.00.
6. While most clinical education experiences will take place on the CUW main campus, all Athletic Training Students will be assigned to some off-campus clinical education experiences. The Athletic Training Student will be responsible for fuel, car maintenance, and automobile insurance for this purpose.
7. Certain MSAT classes require a laboratory fee. The current fees are as follows:
 - i. MSAT 5520, Athletic Training Foundations with Lab: \$45.00
 - ii. MSAT 6575, Seminar in Athletic Training III: \$60.00

1.16 SCHOLARSHIPS

The CUW MSAT program has endowed three Athletic Training Scholarships. All eligible students will be informed of these scholarship opportunities by the Program Director prior to the application deadline. All scholarship decisions will be made by the Athletic Training Scholarship Committee.

In addition, scholarships and funding are often available through the University. Please see the CUW website for more information.

CHAPTER 2: ADMISSION, RETENTION, AND COMPLETION

2.0 INTRODUCTION

The Athletic Training Students at CUW will make a commitment of six semesters to the completion of the MSAT program. This will be necessary in order to attain the required CAATE Curricular Content Standards and complete the required athletic training clinical experiences. Students must demonstrate a commitment to progressing through the MSAT program in a timely manner. Once a student graduates with a Master of Science in Athletic Training degree, he/she will forfeit their place in the MSAT program. Successful completion of the BOC Computer Based Examination is required to practice athletic training (individual states have their own license/certification or registration).

2.1 MSAT PROGRAM ADMISSION PROCESS

The Master of Science in Athletic Training program is a selective program that accepts approximately 20 students each year. This admission process and limited class size promotes quality education, provides the students with opportunities for hands-on learning, and maintains compliance with the CAATE 2020 Professional Standards. In the event that there are more than 20 students who apply to the MSAT program and meet the minimum admission requirements, the students with the strongest application profiles will be admitted into the MSAT program. Please see the Athletic Training Program Director for application deadlines.

Please refer to the CUW Undergraduate and Graduate Academic Catalogs for more information regarding general admission to the University.

2.2 MSAT PROGRAM ADMISSIONS COMMITTEE

The Athletic Training Faculty and the Health and Human Performance Department Chair comprise the MSAT Program Admissions Committee. This committee reviews all MSAT program applications and makes all admission decisions.

2.3 TECHNICAL STANDARDS AND REASONABLE ACCOMMODATIONS

The technical standards required for admission, retention, and completion reflect the minimum physical, cognitive, and emotional abilities and characteristics necessary in the athletic training field. These ensure that students pursuing and completing the MSAT program are able to complete the program and fulfill all clinical education requirements in a timely manner, with or without reasonable accommodation.

2.3A Technical Standards for Admission, Retention, and Completion

1. Students must possess the physical capacity to handle the day-to-day rigors of athletic training. Students must possess sufficient postural and neuromuscular control, sensory function and coordination to perform appropriate physical examinations using accepted techniques. Students must accurately, safely and efficiently use equipment and materials during the assessment and treatment of patients.
2. Students must demonstrate the mental capacity to assimilate, analyze, synthesize, integrate concepts, and problem solve to formulate assessment and therapeutic judgments and to be able to distinguish deviations from the norm.

3. Students must demonstrate the ability to communicate effectively, clearly, and accurately in both the verbal and written form.
4. Students must demonstrate the ability to act and react appropriately to various stressful and changing situations in athletic training.
5. Students must demonstrate autonomy, dependability, reliability, and flexibility.
6. Students must demonstrate a desire to learn and improve on a daily basis.
7. Students must demonstrate a genuine concern for all associated with the MSAT program. Students are expected to represent the MSAT program in a positive manner at all times and provide the best patient care possible.
8. Students must demonstrate a respect for the LCMS doctrine and other religious beliefs.

2.3B Reasonable Accommodations

Applicants to the MSAT Program will be required to verify that they understand and meet these technical standards or that they believe that, with certain accommodations, they can meet the standards. If a student determines that he/she can meet the technical standards with accommodation(s), then the University will determine whether it agrees that the student can meet the technical standards with reasonable accommodation(s). This includes a review that the accommodation(s) are reasonable, whether the accommodation(s) would jeopardize clinician and/or patient safety, and implications to the educational process of the student or the institution, including all coursework and clinical experiences deemed necessary for graduation.

2.4 ADMISSION REQUIREMENTS

Students admitted to the MSAT program July 1, 2020 – July 1, 2024

All students applying for admission to the CUW MSAT program will be required to submit the following initial application materials:

- Application, with a personal statement
- Two letters of recommendation
- Transcripts

Following a positive initial application review, students will be required to submit the following:

- Proof of CPR certification
- Background check
- Handbook agreement signatures
 - Extracurricular Activity Policy, if applicable
- Immunization records

Track specific admission requirements:

Dual Degree MSAT Program		Graduate MSAT Program
Dual Degree	Dual Degree Scholars	Bachelor's Degree
3.00 GPA BIO 191 & BIO 192: C minimum	3.50 GPA BIO 191 & BIO 192: B minimum	3.00 GPA Anatomy & Physiology: C minimum
BIO 191: Human Anatomy & Physiology I BIO 192: Human Anatomy & Physiology II EXPH 470: Exercise Physiology HHP 342: Nutrition for Wellness & Performance MSAT 175: Seminar in Athletic Training I MSAT 275: Seminar in Athletic Training II MSAT 350: Applied Biomechanics & Arthrokinematics PSY 101: General Psychology SCI 110: Introduction to Life & Physical Sciences <u>OR</u> postsecondary coursework in biology, chemistry, and physics		<i>Postsecondary coursework in:</i> Anatomy Biology Biomechanics Chemistry Exercise Physiology Nutrition & Public Health Physics Physiology Psychology

Following admission to the MSAT program, students may be responsible for obtaining and submitting background checks, flu shots, immunizations, and any other relevant requirements in order to be eligible for certain clinical education experiences in the health care setting.

Students admitted to the MSAT program after July 1, 2024

Dual Degree MSAT Program

All CUW undergraduate students who declare Athletic Training as a major will automatically be placed on a direct admission route for the Dual Degree MSAT tracks. During Year 1 and Year 2 (the pre-professional phase), direct admission students will complete certain core and prerequisite courses. By the end of Year 2, direct admission students must meet the following benchmarks in order to automatically transition to the professional phase of the Dual Degree MSAT program.

- Complete an admission interview
- Submit the following to be eligible for clinical education experiences
 - Proof of CPR certification
 - Background check
 - Handbook agreement signatures (with the Extracurricular Activity Policy, if applicable)
 - Immunization records
- Dual Degree
 - 3.00 GPA
 - BIO 1801 & BIO 1802: C minimum
- Dual Degree Scholars
 - 3.50 GPA
 - BIO 1801 & BIO 1802: B minimum
- Prerequisite coursework
 - AT/MSAT 1575: Seminar in Athletic Training I
 - AT/MSAT 2575: Seminar in Athletic Training II
 - BIO 1801: Human Anatomy & Physiology I
 - BIO 1802: Human Anatomy & Physiology II
 - EXS/HHP 3342: Nutrition for Wellness & Performance
 - EXS/HHP 3375: Biomechanics
 - EXS/EXPH 3470: Exercise Physiology
 - PSY 1010: General Psychology
 - SCI 1100: Introduction to Life & Physical Sciences

Graduate MSAT Program

All students applying for admission to the CUW MSAT graduate program will be required to submit the following initial application materials on ATCAS:

- Application, with a personal statement
- Two letters of recommendation
- Transcripts

Following an admission interview and a positive initial application review, students will be required to submit the following:

- Proof of CPR certification
- Background check
- Handbook agreement signatures (with the Extracurricular Activity Policy, if applicable)
- Immunization records

Graduate MSAT Program Admission Requirements

- Bachelor's Degree
- 3.00 GPA
- Anatomy & Physiology: C minimum
- Postsecondary coursework in:
 - Anatomy
 - Biology
 - Biomechanics or Kinesiology
 - Chemistry
 - Exercise Physiology
 - Nutrition & Public Health
 - Physics
 - Physiology
 - Psychology

Following admission to the MSAT program, students may be responsible for obtaining and submitting background checks, flu shots, immunizations, and any other relevant requirements in order to be eligible for certain clinical education experiences in the health care setting.

2.5 PREREQUISITE COURSEWORK

The Athletic Training Program Director will review all prerequisite coursework and determine which courses meet the prerequisite requirements. The following parameters apply:

1. All prerequisite coursework must be completed at the postsecondary level. This includes AP classes (with appropriate exam scores), transfer courses, post-secondary equivalent coursework, and any other courses that the CUW Registrar's Office deems appropriate for University credit.
2. All prerequisite coursework meeting the content areas listed will be considered
3. There is no minimum credit requirement for each content area
4. Content areas can be combined
5. Submission of course syllabi may be necessary

2.6 ADMISSION APPEAL PROCESS

If a student is denied admission to the MSAT program, he/she has the opportunity to appeal the admission decision. The student must take the following steps:

1. Contact the Athletic Training Program Director and state the desired intention to appeal the admission decision.
2. The student and the Athletic Training Program Director will arrange a meeting to discuss the student's concerns about the admission decision and the reason(s) for the admission decision.
3. If the student is not satisfied with the initial meeting and discussion, the student may request a meeting with the Health and Human Performance Department Chair and the Athletic Training Program Director. This meeting will address the reasons for the admission decision.
4. If the student believes that the admission decision was made in error, he/she can file a formal appeal. This would consist of a formal written request to appeal the admission decision.
5. The MSAT Program Admission Committee will review the appeal and inform the applicant of the final admission decision.

2.7 REAPPLICATION PROCESS

If a student is denied admission to the MSAT program, he/she has the opportunity to reapply for the MSAT program. A repeat applicant will have to resubmit all application materials. Every student (first-time or repeat applicant) will be given equal consideration.

2.8 RETENTION STANDARDS

Once admitted to the MSAT program, all Athletic Training Students must maintain the following Retention Standards:

1. Students must maintain the following Cumulative Grade Point Average (CGPA) requirements:
 - a. Dual Degree MSAT program: 3.00 in all coursework
 - b. Dual Degree MSAT program, Scholars Track: 3.50 in all coursework
 - c. Graduate MSAT program: 3.00 in all coursework
2. Students must pass all Clinical and Immersion courses with a grade of B (3.0) or higher. (MSAT 5530, 5570, 5630, 6530, 6630, and 7800).
3. Students must adhere to the MSAT Program Handbook.
4. Students must maintain required and scheduled clinical education experience hours. Must make every attempt to schedule all classes prior to 2:00pm in order to complete clinical education experiences.
5. Students must pass all required athletic training courses, in sequence, in order to progress in the Athletic Training Program. **If a student does not pass a course during a particular semester, that student cannot progress in the program until the course has been re-taken and the student has passed the course. This will likely cause a one-year delay in the completion of the MSAT program.** Students who do not pass an athletic training course during the first attempt may re-take that course one additional time in an effort to pass the class. Students will not be allowed to take any athletic training course more than two times.

If a student fails to maintain any portion of the retention policy, that student may face disciplinary action with the MSAT program. Please see the Disciplinary Action section in this Handbook.

2.9 TRANSFER STUDENT POLICY

If a student intends to transfer to CUW and pursue the CUW MSAT program, he/she should contact the Athletic Training Program Director directly. The Athletic Training Program Director will work individually with each prospective transfer student to determine potential placement in the CUW MSAT program. All efforts will be made to transfer courses to the CUW University and the CUW MSAT program, when appropriate. All transfer students will be required to apply for admission to the MSAT program.

Please refer to the CUW website, the CUW Undergraduate Academic Catalog, and the Graduate Academic Catalog for detailed transfer student and transfer credit information.

2.10 WITHDRAWAL OR STOP OUT

All Athletic Training Students must be committed to a timely completion of the MSAT program. However, if a student must pursue a withdrawal from the university or a temporary stop out, he/she must work with the MSAT Program Director to coordinate all academic plan changes. If a student would like to pursue a temporary stop out for up to two semesters, an individualized plan must be established through the MSAT Program Director and there is no guarantee of immediate progression.

Please refer to the CUW Undergraduate and Graduate Academic Catalogs for more information regarding change of enrollment and refund of tuition and fees.

2.11 DEGREE COMPLETION REQUIREMENTS

All athletic training students must meet the following requirements in order to be eligible for graduation:

1. Cumulative Grade Point Average:
 - a. Dual Degree MSAT program: 3.00 in all coursework
 - b. Dual Degree MSAT program, Scholars Track: 3.50 in all coursework
 - c. Graduate MSAT program: 3.00 in all coursework
2. Adherence to the MSAT Program Handbook.
3. Complete all required athletic training coursework, in sequence.
4. Complete all required and scheduled clinical experience hours.
5. Complete all required and scheduled IPE events.
 - a. Each student will be required to prepare for and participate in several University-wide Interprofessional Education (IPE) Events.
 - b. The date of these scheduled experiences will be disseminated in a timely manner.
 - c. An IPE Portfolio will be submitted prior to graduation.
6. Complete all required professional development activities.
 - a. Each student will be required to complete at least 5 hours of service activities, as approved by the MSAT program.
 - b. Each student will be required to complete at least 10 hours of professional development activities, as approved by the MSAT program.
7. Meet all CUW graduation requirements.

If a student fails to meet any portion of the degree completion requirements, that student may not receive his/her degree(s). Please refer to the CUW Undergraduate and Graduate Academic Catalogs for more information regarding general graduation requirements.

CHAPTER 3: GENERAL PROGRAM POLICIES AND PROCEDURES

3.0 NONDISCRIMINATION POLICY

The CUW MSAT program shall not discriminate on the basis of race, color, sex, pregnancy, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, gender, veteran or military status, predisposing genetic characteristics, domestic violence victim status, sexual orientation or any other protected category under applicable local, state, or federal law. This applies to all educational opportunities and clinical education placements.

If a student believes that he/she has been discriminated against during his/her educational opportunities and/or clinical education placements, he/she should contact the Program Director immediately. If the Program Director appears to have been involved in the discriminatory behavior, the student should contact the Health and Human Performance Department Chair or the Dean.

Please refer to the CUW Undergraduate and Graduate Academic Catalogs for more information regarding general rights and responsibilities and anti-discrimination.

3.1 DISCIPLINARY ACTION POLICY AND PROCEDURE

If a student fails to adhere to the MSAT Program Handbook, that student may face disciplinary action, if appropriate. All infractions will be reviewed on an individual basis. The Athletic Training Faculty and/or Concordia University Administration reserves the right to impose sanctions following a violation, including, but not limited to, a verbal warning, a written warning, probation, dismissal from the program, dismissal from the university, legal action, or any other consequences as deemed appropriate.

3.2 ACADEMIC HONESTY POLICY

All Athletic Training Students must demonstrate academic honesty at all times. Please refer to the CUW Undergraduate and Graduate Academic Catalogs for the CUW academic dishonesty policies.

3.3 ACADEMIC AND CLINICAL EDUCATION ACCOMMODATIONS POLICY

All requests for academic and/or clinical education accommodations will be individually reviewed and any accommodations granted will adhere to the standards set forth by the CUW Academic Office and the CUW Academic Resource Center.

3.4 GRADE POLICY

The MSAT program will follow the standard CUW grading scale:

93 - 100% = A	83 - 86% = B	73 - 76% = C	63 - 66% = D
90 - 92% = A-	80 - 82% = B-	70 - 72% = C-	60 - 62% = D-
87 - 89% = B+	77 - 79% = C+	67 - 69% = D+	59 - below = F

All MSAT course instructors are afforded the autonomy to determine individual course and instructor policies.

3.5 TRANSFER CREDIT POLICY

If a student would like to transfer [CUW Liberal Arts Core Curriculum](#) and/or [Elective](#) credits from another institution to CUW, he/she should contact their academic advisor and the Registrar's Office prior to enrolling in off-campus coursework. The academic advisor and Registrar's Office will work individually with each student to determine which courses can be transferred to CUW.

If a student would like to transfer [Prerequisite](#) and/or [Athletic Training Major](#) credits from another institution to CUW, he/she should contact the Athletic Training Program Director prior to enrolling in off-campus coursework. The Athletic Training Program Director, in collaboration with the Registrar's Office, will work individually with each student to determine which courses can be transferred to CUW.

Please refer to the CUW website, the CUW Undergraduate Academic Catalog, and the Graduate Academic Catalog for detailed transfer student and transfer credit information.

3.6 HARASSMENT POLICY

The MSAT program will not tolerate any form of harassment (general, racial, sexual, etc.). Please see the CUW Code of Student Conduct for more information.

3.7 STUDENT GRIEVANCES

Please refer to the CUW Undergraduate and Graduate Academic Catalogs for the CUW student grievance policies and procedures.

3.8 PROFESSIONALISM POLICY

All students enrolled in the MSAT program are expected to conduct themselves professionally at all times and uphold the [NATA Code of Ethics](#). A *professional* respects others, dresses appropriately, is dependable and reliable, is constantly working to improve his/her skills, respects confidentiality, is loyal to those around him/her, and is dedicated to the athletic training profession. The Athletic Training Students are required to maintain a professional and cooperative attitude at all times when representing the CUW MSAT program.

3.9 SOCIAL MEDIA POLICY

Current CUW MSAT program Athletic Training Students are prohibited from communicating via social media with the Athletic Training Faculty and the MSAT program preceptors. This applies to all forms of social media and networking, except secured email and text messaging (when approved).

The following section applies to all social media sites, social networking, and social media platforms:

1. All Athletic Training Students are fully responsible for his/her social media behavior.
 - a. Athletic Training Students are required to positively represent himself/herself on all social media platforms.
2. If an Athletic Training Student identifies a relationship with CUW and/or the MSAT program on any social media platform, that student must make it clear that any views expressed are not the views of CUW or the MSAT program.
 - a. Athletic Training Students are required to positively represent the MSAT program on all social media platforms.
3. Athletic Training Students are prohibited from posting audio or video recordings of classroom, laboratory, or clinical education experiences on social media without the written permission of the Professor or preceptor and all individuals who appear on the recording.

4. Athletic Training Students are prohibited from sharing any materials, including, but not limited to text, images, or video, related to a patient’s diagnosis and care through social media. **HIPAA and/or FERPA compliance is expected at all times.**
 - a. Acknowledgement of the care of a patient without proper consent is in violation of HIPAA.
 - b. Public comments regarding a patient without proper consent is in violation of HIPAA.
 - c. Disclosing confidential patient information without proper consent is in violation of HIPAA and/or FERPA.
5. Athletic Training Students and social media interactions with patients:
 - a. **Athletic Training Students are prohibited from interacting through social media with any current or former patient or athlete who is a minor.**
 - b. If an Athletic Training Student was communicating with a patient via social media prior to coming into contact with that person in a clinician-patient interaction, the Athletic Training Student may remain in social media contact with that person, as a personal association only.
 - c. If an Athletic Training Student was not communicating with a patient via social media prior to coming into contact with that person in a clinician-patient interaction, the Athletic Training Student is prohibited from communicating with that patient (current or former) via social media.
 - d. NOTE: This policy applies to all patients, regardless of whether or not the Athletic Training Student is/was directly responsible for the patient’s care.

Former faculty (those no longer employed by CUW), former preceptors (those no longer being used in the role of preceptor by the MSAT program), and former students (alumni or students no longer enrolled in the MSAT program) are not affected by this policy.

If a student fails to maintain any portion of the social media policy, that student will face disciplinary action with the MSAT program. Please see the Disciplinary Action section in this Handbook.

3.10 CUW ON-CAMPUS EXTRACURRICULAR ACTIVITY POLICY

3.10A Extracurricular Activity Participation

On-campus extracurricular activities may include:

1. Intercollegiate athletics participation
 - a. The traditional season of one intercollegiate athletic sport each academic year, for no more than 16 weeks (excluding post-season)
2. Music (instrumental or voice), Theatre, or other similar activity
 - a. The equivalent of one “season” (fall, winter, or spring) of the specific activity, for no more than 16 weeks
 - b. The chosen term of “in-season” must be declared, for no more than 16 weeks

3.10B Extracurricular Activity Participation and Clinical Education

1. The CUW MSAT program will rearrange an Athletic Training Student’s clinical education for ONE traditional in-season extracurricular activity per academic year, for no more than 16 weeks (excluding post-season). Athletic Training Students participating in an extracurricular activity will continue to be assigned clinical education experiences, but the clinical education schedule will usually accommodate the student’s extracurricular schedule, for no more than 16 weeks (excluding post-season).

2. Athletic Training Students who participate in an extracurricular activity must, like all Athletic Training Students, fulfill all of the MSAT program didactic (classroom) and clinical requirements each semester.
3. Athletic Training Students who participate in an extracurricular activity must understand that there may be times when academics will supersede extracurricular activities (e.g. mandatory in-services, clinical education experiences, AT Program events, etc.).

3.10C Extracurricular Activity Participation and Disciplinary Action

If an Athletic Training Student who participates in an extracurricular activity is facing disciplinary action with the MSAT program, the accommodations listed above may be revoked for a certain period of time.

3.11 FACILITY ACCESS POLICY

The Athletic Training Students enrolled in the MSAT program will have access to the Athletic Training Classroom (FH 044), the Athletic Training Education Center (FH 046), and the Athletic Training Facility (FH 048). All students are expected to access these areas for academic and/or clinical education purposes only. The Athletic Training Students cannot grant non-Athletic Training Students access to these facilities, unless permission is granted by the Athletic Training Faculty or Staff. Any intentional damage will be considered vandalism and the unauthorized removal of equipment will be considered theft.

3.12 CONCORDIA UNIVERSITY WISCONSIN MOTORIZED VEHICLES POLICY

The Athletic Training Students enrolled in the MSAT program will have access to CUW motorized vehicles to perform certain duties related to clinical education experiences. All students are expected to adhere to the [Motorized Vehicles Safety Guidelines](#). Any violations may result in driving privilege revocation, disciplinary action with the MSAT program, and possibly legal action. Please see the Disciplinary Action section of this Handbook.

CHAPTER 4: CLINICAL EDUCATION POLICIES AND PROCEDURES

4.0 CLINICAL EDUCATION

The MSAT program enhances classroom education with extensive hands-on clinical education experiences in a variety of settings. The Athletic Training Students in the MSAT program will complete six clinical education courses after admission to the MSAT program. The students will receive frequent hands-on clinical experience under the supervision of health care professionals in a variety of settings, including the on-campus Athletic Training Facility as well as at off-campus affiliated sites. The Athletic Training Student should expect to spend many mornings, evenings, and weekends at clinical education experiences, including some one-day or overnight travel.

The Athletic Training Students are not paid while completing clinical education experiences. The Athletic Training Students will have varying responsibilities during their clinical education experiences, depending on his/her skill level, maturity, and professionalism. Students must stay within the boundaries of their current level of knowledge and skills. The Athletic Training Students are responsible for assisting with all phases of patient care; assistance may be in the areas of injury prevention, first aid and emergency care, evaluation and treatment, rehabilitation, and administration.

It is required that all students enrolled in the MSAT program fulfill the Degree Completion Requirements, which include clinical education experiences. Please see the Degree Completion Requirements section of this Handbook.

All Athletic Training Students must have the approval of the Athletic Training Program Director and/or the Clinical Education Coordinator before beginning any clinical experience at any site.

4.1 LIABILITY INSURANCE COVERAGE

The Athletic Training Students in the MSAT program will be covered by professional liability insurance during CUW assigned clinical education experiences; this liability insurance will be provided by Concordia University Wisconsin.

4.2 CLINICAL EDUCATION SUPERVISION POLICY

1. All preceptors supervising CUW MSAT students must be recognized as a trained preceptor for the Concordia University Wisconsin MSAT program.
2. Clinical education supervision involves constant interaction between the Athletic Training Student and the preceptor, at the clinical education site.
3. The supervising preceptor must be on-site, where the athletic training clinical education experience is taking place, and must be able to immediately intervene on the patient's behalf.

4.3 CONFIDENTIALITY POLICY

All Athletic Training Students must maintain HIPAA and/or FERPA compliance at all times. All Athletic Training Students are expected to protect patient confidentiality, privacy, and security, and to follow these and all associated department guidelines. If one breaches the confidentiality of any patient's medical record, they will face disciplinary action with the MSAT program and possibly legal action. Please see the Disciplinary Action section of this Handbook.

The Athletic Training Student will:

1. Forward all requests for medical information to the preceptor.
2. Only access confidential information for which the student has a need to know.
3. Respect the confidentiality of any verbal and/or written communication.
4. Protect all confidential information; take every precaution so that other patients or individuals cannot overhear conversations concerning patient care or have the opportunity to view patient records.
5. Handle, store, and dispose of patient records appropriately.
6. Never divulge, copy, release, loan, alter, or destroy any confidential information, except as properly authorized.
7. Comply with all site-specific policies and procedures related to confidentiality of information and access codes.

4.4 REGULAR TRAINING AND SITE-SPECIFIC REQUIREMENTS

All Athletic Training Students must complete regular training modules prior to clinical education placements. These training modules will be facilitated by the Clinical Education Coordinator. In addition, certain clinical education sites might require additional requirements specific to that particular site, such as, but not limited to, additional background checks, immunization records, additional immunization and/or booster shots, tuberculosis screening, and drug screens. Once a student is placed at a clinical education site, the preceptor will facilitate an orientation with the Athletic Training Student prior to patient encounters.

4.5 EQUAL OPPORTUNITY EXPOSURE POLICY

The Clinical Education Coordinator will assign and monitor clinical education placements to ensure that each student has the opportunity to work with a variety of patient populations. Some of the Athletic Training Students are involved in extracurricular activities in addition to being a student in the MSAT program. The MSAT program will make every effort to ensure that these students receive the same exposure opportunities as every student in the MSAT program, as their schedule allows.

4.6 FAIR WORK PRACTICE POLICY

Concordia University Wisconsin maintains fair and reasonable practices in all matters affecting students enrolled in the MSAT program. The Athletic Training Students are not to take the place of a faculty or staff athletic trainer at any time. The Athletic Training Students are not to act as athletic/sport managers and/or secretarial support staff. The Athletic Training Students are at CUW for a quality Christian education and should not be asked or expected to perform any duties that would compromise their educational opportunities and experiences.

4.7 TIME COMMITMENT POLICY

The CUW MSAT program is committed to ensuring the success of the Athletic Training Students. All clinical education courses outline the expected minimum and maximum number of clinical education hours per week and semester. All clinical education experiences and time logs will be continuously monitored by the Clinical Education Coordinator to ensure that the students' time commitments do not adversely affect the students' progression through the program. If a student perceives that his/her clinical education time commitment is adversely affecting his/her progression through the program, the student should contact the Clinical Education Coordinator or the Program Director immediately.

4.8 ATHLETIC TRAINING STUDENT CLINICAL EDUCATION RESPONSIBILITIES

1. The Athletic Training Student must ensure that he/she is of sound judgement and mental clarity at all times during patient care. The Athletic Training Student must ensure that any medications, supplements, and/or substances consumed will not impair judgement or mental clarity. If a student has any questions or concerns regarding a prescription medication, he/she should consult with his/her physician and an MSAT program administrator prior to discontinuing the use of a prescribed medication. The preceptor reserves the right to dismiss an Athletic Training Student from a clinical education experience if he/she feels this policy has been violated. In such a situation, the preceptor must immediately notify the Clinical Education Coordinator.
2. The Athletic Training Student must maintain all expectations for each clinical education site, as assigned by the preceptor. Limitations of responsibilities and duties will be determined by the preceptor.
3. The Athletic Training Student must be aware of his/her boundaries of knowledge and skills, and inform the preceptor if he/she cannot perform an assigned task. No instructions, treatments, or other duties shall be performed unless the student is specifically trained and designated to perform those duties.
4. The Athletic Training Student will communicate and act in a professional manner at all times. This includes treating all patients with respect.
5. The Athletic Training Student will maintain all patient documentation in a timely manner.
6. The Athletic Training Student will disclose any conflicts of interest immediately. If an Athletic Training Student has a personal relationship and/or history with a patient that may compromise the quality of care provided to that patient and other patients, the Athletic Training Student must report this to the preceptor immediately.
7. If the Athletic Training Student feels uncomfortable or threatened by any patient, student, or supervisor, the student must report this to the preceptor (if appropriate) and Program Director immediately.
8. The Athletic Training Student must locate, read, and understand the universal precautions policy for each clinical education site and maintain sanitary conditions.
9. The Athletic Training Student will promptly document all supervised clinical education hours. It is the student's responsibility to properly record his/her hours daily and have the preceptor approve them in a timely manner. The Program Director, Clinical Education Coordinator, and/or the preceptor will regularly monitor the Athletic Training Student's written documentation of supervised hours.
10. The Athletic Training Student will be required to complete certain clinical education assessments. The specific requirements will be disseminated by the Clinical Education Coordinator and/or the Athletic Training Faculty.
11. The Athletic Training Student must continually strive to improve his/her athletic training skills through observation, critical thinking, and application.

4.9 CLINICAL EDUCATION ATTENDANCE POLICY

Students are required to attend all scheduled clinical education experiences in order to receive full credit for the course. Students may be excused from a clinical education experience to attend a class, for CUW instructors/professors are not required to excuse a student from a class to attend a clinical education experience. In the event that a student must miss a clinical education experience, prior notice must be given to the assigned preceptor and the Clinical Education Coordinator, within an appropriate timeframe specified by that preceptor and Clinical Education Coordinator. ***The practicum instructor, Clinical Education Coordinator, and preceptor reserve the right to request medical documentation for any absence.*** For every three times a student is late for clinical education of 5 minutes or more, this will be counted as one unexcused absence. ***Each unexcused absence will result in a 5% reduction of the final course grade.***

If a student does not complete 15% or more of a scheduled clinical education placement, the CUW MSAT program may determine that the student has not completed the clinical education experience. In this case, the student may have to repeat the entire clinical education placement, which might affect the student's progression through the program and graduation timeline.

4.10 BACKGROUND CHECK POLICY

4.10A Initial Background Check

Students applying to the MSAT program will be required to obtain (at the student's expense) and submit a background check, as specified in the MSAT program application materials. The MSAT program administrators will review the background check submitted. If there are concerns with the contents of the background check, it may be shared with the Concordia University Administration for further evaluation. If a particular clinical education site (on- or off-campus) requires a copy of the background check, it will be shared with that site.

4.10B Additional Background Checks

Certain clinical education sites may require that a background check is completed within a certain number of days prior to beginning a clinical education experience at that site. Therefore, additional background checks may be required, at the student's expense. The MSAT Program administrators, the Concordia University Administration, and/or the clinical education site will review the additional background checks submitted. If a particular clinical education site (on- or off-campus) requires a copy of the background check, it will be shared with that site.

4.10C Athletic Training Student Responsibilities and Additional Background Checks

It is the Athletic Training Student's responsibility to promptly report any events that would affect his/her record to the MSAT program administrators. It is the Athletic Training Student's responsibility to immediately report any allegations that occurred at a clinical site or are related to clinical education, such as assault, abuse, and neglect. Additional background checks may be required, at the student's expense. The MSAT program administrators and/or the Concordia University Administration will review the additional background checks submitted. Failure to promptly disclose any changes or events will result in disciplinary action with the MSAT program. Please see the Disciplinary Action section in this Handbook.

4.11 IMMUNIZATION REQUIREMENTS AND TUBERCULOSIS TESTING

While CUWAA does not require vaccinations, many of the university's clinical partners require that students who learn in their facilities are vaccinated against specific communicable diseases. Such policies are developed and administered by the clinical partners, and those facilities may in some cases grant exemptions to their own vaccine requirements. However, on the advice of legal counsel, CUWAA does not review or grant exemptions/waivers/exceptions to policies developed by other entities. Students who choose to enroll in a CUWAA health care program must adhere to all vaccine requirements of the clinical facilities to which they are assigned. Further, CUWAA is not obligated to reassign students to a different clinical experience or facility based on vaccination status, or for any other reason

All students will be required to submit a health history immunization record during the application process. Students must realize that certain clinical education sites require a minimum list of immunizations. If a student should choose to deny all vaccinations, he/she must notify the Athletic Training Program Director to determine the implications of this decision. Every attempt will be made to

offer equal learning opportunities to all students, but refusal to obtain immunizations may alter clinical education experiences and may prevent the ability to complete the MSAT program.

All students must complete annual tuberculosis testing. Each student must submit yearly TB test results to the Clinical Education Coordinator.

Any changes to a student's immunization record and/or tuberculosis status must be reported to the MSAT program in a timely manner.

4.12 COMMUNICABLE AND INFECTIOUS DISEASE POLICY

Students enrolled in the MSAT program must be aware of the possibility of being exposed to communicable diseases. If a student is exposed to a communicable disease in any setting (e.g. home, school, community, clinical site, etc.) during the period in which he/she is enrolled in a clinical education experience, he/she must immediately report the exposure to his/her preceptor and/or MSAT program administrators. The preceptor and/or MSAT program administrators will consult with the appropriate health care professional(s) and determine the appropriate course of action. The student will be excused immediately from his/her clinical experience until the current state of the student's health is determined. Each clinical education site will also provide site-specific communicable and infectious disease transmission procedure information. These procedures must be immediately accessible to the Athletic Training Student, in the event of an adverse incident.

4.13 BLOOD-BORNE PATHOGEN TRAINING POLICY

All Athletic Training Students will be required to complete annual blood-borne pathogen training in order to be eligible for clinical education experiences. This annual training will be facilitated by the Clinical Education Coordinator. Each clinical education site will also provide site-specific blood-borne pathogen information and orientation to each student placed at that site. Students will have access to appropriate blood-borne pathogen barriers and control measures at all sites.

4.14 CPR CERTIFICATION POLICY

All students will be required to submit proof of CPR certification during the application process. Once admitted to the MSAT program, all Athletic Training Students must maintain their CPR certification at all times.

4.15 PERSONAL HEALTH INSURANCE POLICY

Athletic training can be inherently dangerous, when around athletic practices and events. Therefore, ***all Athletic Training Students must maintain personal health insurance at all times.*** Concordia University Wisconsin will not be responsible for the costs incurred if an Athletic Training Student sustains an injury while performing duties for the MSAT program.

4.16 PERSONAL TRANSPORTATION POLICY

While most clinical education experiences will take place on the CUW main campus, all Athletic Training Students will be assigned to certain off-campus clinical education experiences.

1. For on-campus clinical education sites: The University often provides transportation to away competitions; all Athletic Training Students should utilize the transportation provided by the University. If an Athletic Training Student chooses to decline the University-provided transportation, the student assumes all risks and responsibilities associated with personal transportation.

2. For off-campus clinical education sites: The Athletic Training Student will need to provide personal transportation to and from all off-campus clinical education experiences.
3. The Athletic Training Student will be responsible for fuel, car maintenance, and automobile insurance for clinical education travel.
4. Concordia University Wisconsin will not assume any responsibility for travel, insurance, traffic violation, and/or accident expenses incurred while traveling for clinical education experiences.
5. The Athletic Training Student is not allowed to transport patients in his/her personal vehicle.

4.17 CLINICAL EDUCATION DRESS CODE POLICY

The following dress code is to be followed as specified. Any exceptions will be made at the preceptor's discretion.

1. All Athletic Training Students should present themselves in a professional manner at all times. Students should be dressed to look neat, clean, and professional.
2. All Athletic Training Students must wear a CUW issued "CUW Athletic Training Student" nametag at all times. This allows patients to differentiate Athletic Training Students from credentialed providers.
3. All Athletic Training Students must wear the following types of tops:
 - a. No hooded sweatshirts or casual shirts are allowed.
 - b. Preferred: A CUW Athletic Training top (e.g. jacket, polo, or shirt) with a CUW Athletic Training Student nametag.
 - c. Acceptable:
 - i. A solid color polo shirt (short or long sleeve) with a CUW Athletic Training Student nametag. This clothing must align with Concordia's school colors (blue, white, black, or gray).
 - ii. A preceptor approved "Concordia University Wisconsin" top with a CUW Athletic Training Student nametag. This clothing must align with Concordia's school colors (blue, white, black, or gray).
 - iii. A preceptor approved "CUW ...[Athletic Team]..." top with a CUW Athletic Training Student nametag. A top that is affiliated with a certain CUW Intercollegiate Athletic team can only be worn while the student is working with that particular team. Furthermore, this type of clothing cannot be worn while assigned to the CUW AT Day Clinic.
 - iv. A preceptor approved off-campus clinical site top with a CUW Athletic Training Student nametag. A top that is affiliated with an off-campus clinical site can only be worn while the student is working with that particular site.
4. All Athletic Training Students must wear clean, good condition khaki-type pants or shorts. These must be beige/tan/khaki, navy blue, gray, or black, and appropriately fitted. Non-cuffed pants are highly recommended.
5. All Athletic Training Students must wear footwear that is appropriate for the setting and the tasks required of an athletic trainer. No flip-flops, sandals, slippers, or open-toed shoes will be allowed.
6. No hats are allowed inside the CUW Athletic Training Facility. A preceptor can approve the wearing of an appropriate hat outside.
7. For certain clinical education experiences, business to business casual dress will be required.
8. All clinical sites reserve the right to impose additional dress code requirements.

4.18 CLINICAL SITE EQUIPMENT CALIBRATION AND MAINTENANCE POLICY

All clinical education sites must conduct regular equipment calibration and maintenance, according to manufacturer guidelines. The Clinical Education Coordinator will monitor this requirement on a regular basis.

4.19 CLINICAL SITE SANITIZATION REQUIREMENTS

All clinical education sites must adhere to OSHA regulations, with regards to sanitization and access to personal cleansing supplies. All Athletic Training Students must have the ability to clean their hands after each patient encounter.

4.20 CLINICAL SITE ORIENTATION REQUIREMENTS

All preceptors must conduct an orientation meeting with the Athletic Training Students assigned to their site prior to the start of a clinical education experience. This orientation meeting must, at minimum, address the following:

1. Each student should be well versed in the site-specific critical incident response procedures (e.g. emergency action plans), including the location of such documentation.
2. Sanitization procedures, including the location of all sanitization supplies.
3. Blood-borne pathogen plan and procedures, including the location of all blood-borne pathogen barriers and control measures.
4. Communicable and infectious disease transmission procedures, including the location of such documentation.
5. (If applicable). Radiation exposure procedures, including the location of such documentation.
6. Site-specific expectations and training.